



# Non-Merit Job Vacancy Announcement

## **Public Safety Officer—Fair Board Security**

|                          |   |                       |   |
|--------------------------|---|-----------------------|---|
| <b>Pay Grade:</b>        | 0   | <b>Position Type:</b> | Full Time   |
| <b>Salary or Range:</b>  | \$11.50 per hour  | <b>Work Schedule:</b> | varies  |
| <b>FLSA Designation:</b> | Non-exempt (eligible for overtime)  | <b>Work Week:</b>     | 40 hour workweek, overtime as required for events |
| <b>Agency:</b>           | Kentucky State Fair Board—Kentucky Venues   |                       |   |
| <b>Work Address:</b>     | Kentucky International Convention Center, 221 Fourth Street, Louisville, KY 40202 |                       |   |
| <b>Work County:</b>      | Jefferson   |                       |   |

### **AGENCY COMMENTS:**

Under the Kentucky Venues brand, two major convention and exposition facilities— the Kentucky Exposition Center and the Kentucky International Convention Center — serve regional, national and international clients. Governed by the Kentucky State Fair Board, Kentucky Venues also produces signature events: the Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. From agriculture to technology, autos to entertainment, and athletics to livestock, Kentucky Venues has the facility, capacity and services to make each event a success.

Kentucky Venues is seeking a Public Safety Officer at the newly renovated Kentucky International Convention Center. As part of the Public Safety Team, one will be responsible for day to day rover patrol and public safety for the Convention Center and two adjacent parking garages that are open to the public on a continuous basis. This position is required to work 40 hours per week on shifts which can include nights, weekends and holidays as event schedules require. Benefits include health insurance, life insurance, paid leave, and state employee pension.

### **DESCRIPTION OF JOB DUTIES:**

The position is an hourly position eligible for overtime. The security of employees, contractors and patrons is vital to the effective operations of a facility.

### **ESSENTIAL FUNCTIONS:**

- Conduct daily rounds of the Convention Center and two adjacent parking garages. Be visible in lobbies and common areas to minimize trespassing, property damage and other public safety concerns.
- Responsible for opening and closing the Convention Center and parking garages based on event schedules which includes traffic direction.
- Submits incident and first aid reports as needed.
- Secure facility in event of emergencies, investigate accidents, administer aid and contact authorities for additional assistance.
- Monitor cameras and alarms in the Command Center, reporting all incidents to their supervisor.
- Provides customer service to guests using the Convention Center and garages by answering questions, giving directions, etc.
- Be aware of event schedule. Works with Sales and Events Managers to ensure building/show public safety measures are in place for events.
- Demonstrates a high degree of personal integrity by providing customer service with a sense of urgency, responsiveness, courage, and accountability.

- Frequently works more than 40 hours in a workweek to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

**KNOWLEDGE OF:**

- Facility public safety reporting and roving patrol procedures.
- Proper 2-way radio transmission procedures.
- Basic computer use.

**ABILITY TO:**

- Walk and stand for long hours including climbing and descending stairs, stairwells, escalators and check confined spaces.
- Assess situations to determine safe and effective control measures.
- Interact professionally without hesitation with strangers and able to assert self in order to enforce established policies.
- Communicate using a 2 way radio.
- Lift up to 25 pounds when required.
- Work 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> shifts or rotating shifts including evenings, weekends and holidays.
- Always present self in a professional manner with conduct and appropriate attire at all times.
- Ability to accept and function in stressful situations.

**MINIMUM REQUIREMENTS:**

**EDUCATION:**

- High school diploma or equivalent

**EXPERIENCE:**

- At least two (2) years of building/event security or public safety

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this job title may be required to submit to a drug screening test and background check.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: )**

[Posted on: ]

**Contact Information:** Interested applicants should send a cover letter, résumé, and at least 3 professional references to Kentucky Venues to the attention of:

Paul Herberg, HR Director

P.O. Box 37130

Louisville, KY 40233-7130 or via email: [paul.herberg@kyvenues.com](mailto:paul.herberg@kyvenues.com)

**Contact Name:** Paul Herberg, HR Director

**Contact Method:** Email: [paul.herberg@kyvenues.com](mailto:paul.herberg@kyvenues.com)

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